

MILWAUKEE COUNTY – STIPULATED DIVORCE CHECKLIST
Room 707

Default Scheduling Hours

Monday through Friday

8:00 a.m. to 11:30 a.m.

1:00 p.m. to 4:00 p.m.

PLEASE NOTE: Due to county staffing constraints, it is STRONGLY SUGGESTED that you call ahead to (414) 278-4407 to be sure that the paralegal will be available at the time you plan on coming to the courthouse.

1. **Proof of Service / Admission of Service** of Summons and Petition on respondent. If service is by publication, the original Affidavit (Not Found) along with Proof of Publication, a copy of the Publication Summons and the original Affidavit of Mailing.
2. **Signed Financial Disclosure Statement for Each Party** (originals only)
3. **Marital Settlement Agreement** - filled out completely, signed and dated by **both** parties (original and 2 copies).
4. If there are minor children, a copy (or the original) of **Parent Education Completion Certificate**.
5. If child support or spousal support (maintenance) is to be paid, an **Interim Financial Summary Form** filled out as completely as possible.
6. An **Order for Appearance** (*original only*).
7. An **Affidavit of Non-Military Service** Notarized (*original only*).
8. A **Certificate of Divorce** (Vital Statistics form – available in Room 411 - Use **black ink only**, NO mistakes, NO whiteout, NO cross-outs, No Xerox copies; MUST be original form paper.)
9. **Findings of Fact, Conclusions of Law and Judgment** – (*original and 2 copies of entire document* - lines reflecting name of judge, date, and current income of party may be left blank, complete the rest.)
10. **Two Large (9" by 11") Envelopes** – one addressed to each party with **4 postage stamps on EACH envelope**. Envelopes with stamps can be purchased in Room 307A.
11. A **\$5.00 Money Order** – payable to “Clerk of Circuit Court” or \$5.00 cash (exact change) No personal checks. **FEE WAIVER DOES NOT APPLY.**

Copies can be made in Room 307A (Legal Resource Center)